Missouri Employer Committee (MEC)

Employer Search for MEC Members

The Employer Search function may be used to obtain listings of employers that are either specifically designated MEC on the employer record or all employers based on chosen search criteria. The data may then be exported to an Excel database.

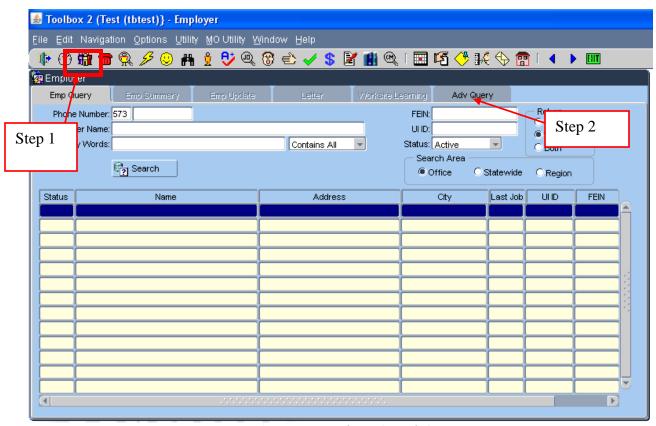


Figure 1: Employer Search Screen

Step-by-Step:

- 2. Click on the Adv Query tab.

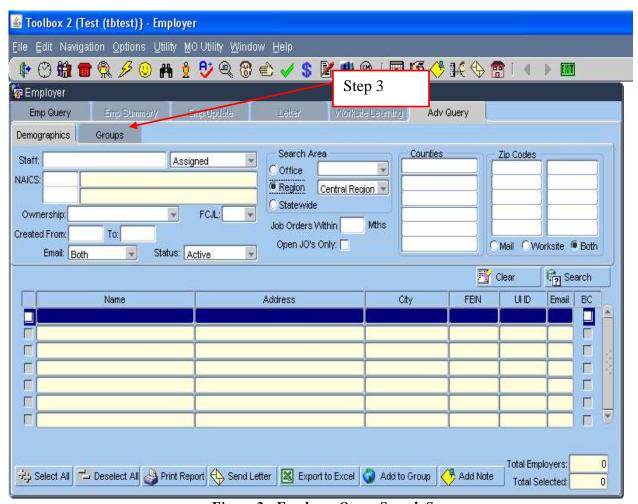


Figure 2: Employer Query Search Screen

1. Click on the Groups tab.

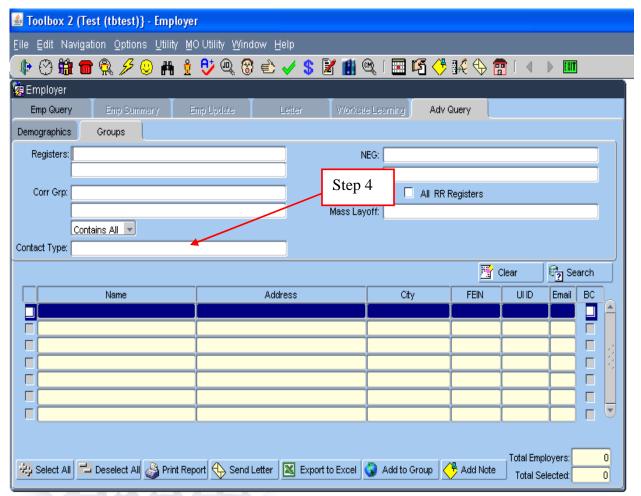


Figure 3: Employer Query Search Screen Group Tab

1. Double click in the Contact Type field.

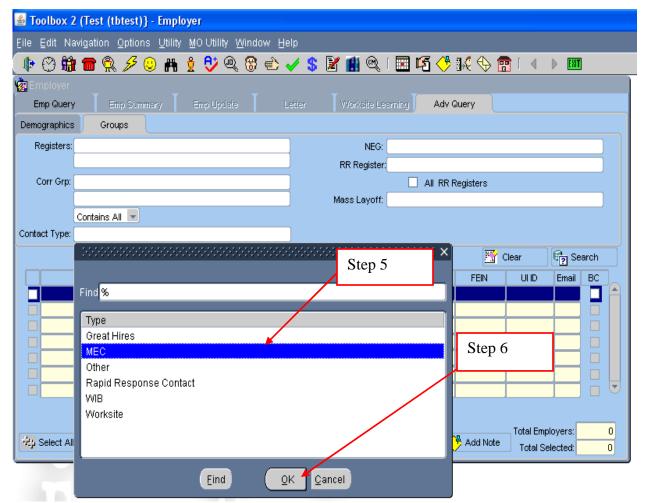


Figure 4: Employer Query Search Screen Contact Type Pop-Up Screen

- 1. Select MEC from the list
- 2. Click the OK button.

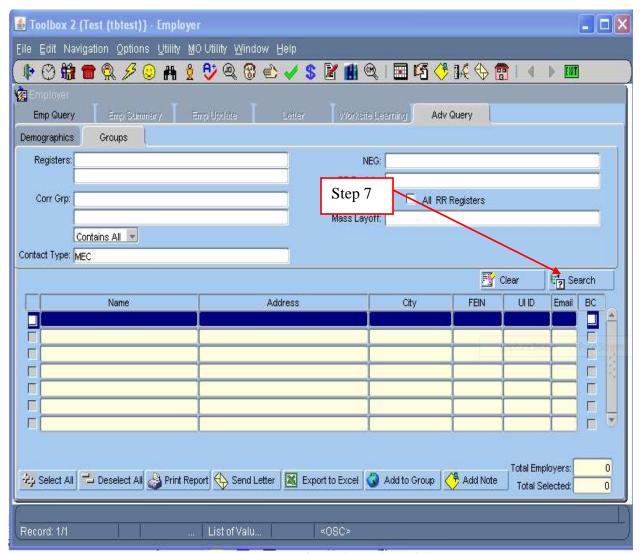


Figure 4: Employer Query Search Screen Group Tab

1. Click on the Search button.

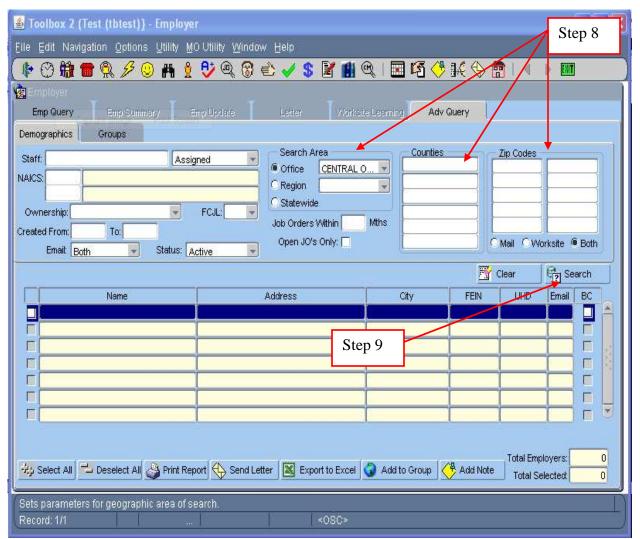


Figure 5: Employer Query Search Screen Demographics Tab

- 1. Select Search Criteria by either office or region from the drop down box, or statewide. Counties or zip codes can be chosen for a statewide search.
- 2. Click the Search button.

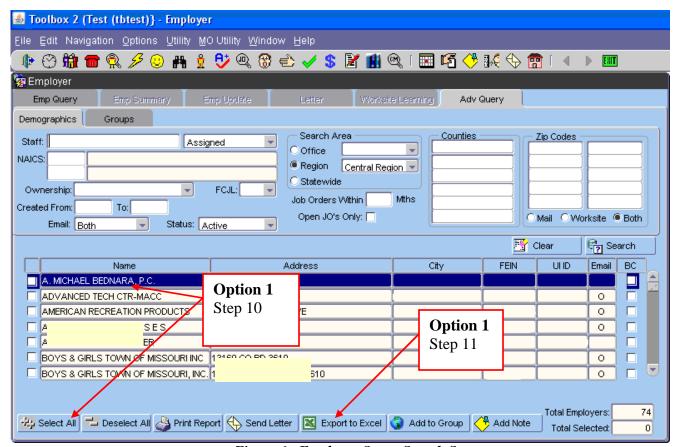


Figure 6: Employer Query Search Screen Demographics Tab

OPTION 1: PRINT YOUR OWN LABELS.

- 1. Select either individually by clicking the box to the left of the name(s) you want to select or click the Select All button.
- 2. Click on the Export to Excel button.

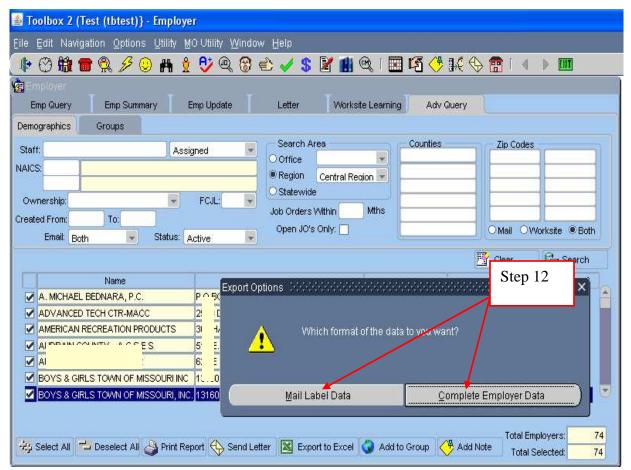
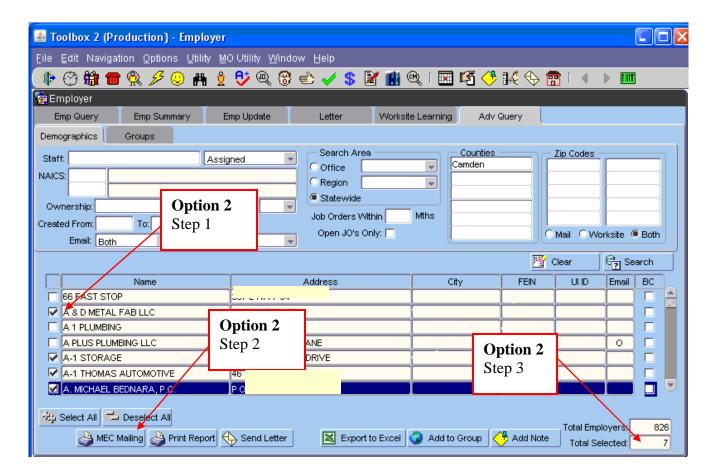


Figure 6: Employer Query Search Screen Export Options Pop-Up Screen

3. Choose Mail Label Data or Complete Employer Data. This will automatically put the selected data into an Excel spreadsheet.



OPTION 2: SEND LIST TO ITSD FOR MAILING INSERTS AND CENTRAL OFFICE MAILING.

- 1. Chose individual businesses you wish to be added to MEC Mailing
- 2. Click MEC Mailing Button. (This sends the MEC Mailing report directly to ITSD. You will not receive any notification or EXCEL spreadsheet. You may follow this Option 2 process multiple sessions. Each time you submit MEC Mailing it will add to total number of employers on the ITSD report.)
- 3. Upon completion of submitting the final MEC Mailing, take note of the Total Selected. If you have added multiple times to the MEC Mailing list, you must take note of the Total Selected each time and add the total of all the MEC Mailing submissions to ITSD.
- 4. Send an e-mail to the MEC Coordinator advising the MEC Mailing list has been selected and the COMBINED number of the Total Selected. The COMBINED number of the Total Selected is the amount of flyers the MEC Coordinator prints.
- 5. The MEC Coordinator receives the address inserts from ITSD and sends out the flyers using the MEC Mailing addresses from the DWD mailroom.